



FermiWorks

New Employee Sign In to FermiWorks

08.03.15

Welcome to Fermilab! One important part of onboarding is to enter your account information into FermiWorks, Fermilab's Human Capital Management System. FermiWorks is a one-stop shop for all of your human resources processes at Fermilab.








You will receive two emails from the Fermilab Service Desk containing:

1. Your FermiWorks User Name
2. Your FermiWorks Temporary Password

The link to FermiWorks is: <https://wd5.myworkday.com/fermilab/login.flex>

If you have not received this information, please contact the Service Desk at fermi@service-now.com or 630.840.2345.












After signing into FermiWorks, there are a total of eight Actions to complete:

-  Add Emergency Contacts
-  I-9 (Employee)
-  Education History
-  Contact Information
-  Name and Personal Information
-  Change My Government IDs
-  Change My Licenses

Some employees will have additional Actions based on their role at Fermilab.

Depending on your job responsibilities at Fermilab, some of these Actions may not be required.

The final Action item requires you to acknowledge and/or print, sign and upload the following documents:

-  Outside Employment
-  Personnel Policies and Procedures
-  Traffic Safety
-  Quality Assurance Statement
-  Notice of Privacy Practices
-  Drug and Alcohol Abuse Policy
-  Fermilab Policy on Computing
-  Anti-Harassment Policy
-  Job Offer Acceptance
-  Policy Statement on Employment Opportunity for Individuals with Disabilities, Special Disabled Veterans, and Vietnam Era Veterans
-  Invention and Employee Patent Agreement

Depending on your job responsibilities at Fermilab, some of these documents may not be required.

To complete setting up your account in FermiWorks, please follow the instructions on the following pages. Complete your entries in FermiWorks using proper capitalization.

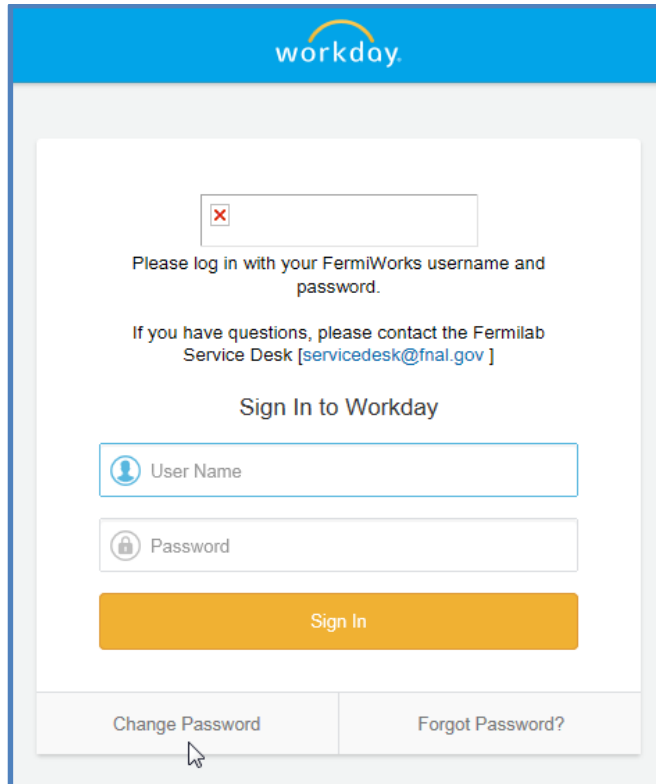
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If you have any questions or concerns, Monica Holmes (630.840.4634 or mholmes@fnal.gov) is available to assist you.

Access Your FermiWorks Account

1. Open the email you received from Fermilab.
2. Click the link to open FermiWorks.
3. Enter your **User Name**.
4. Enter your temporary **Password**.



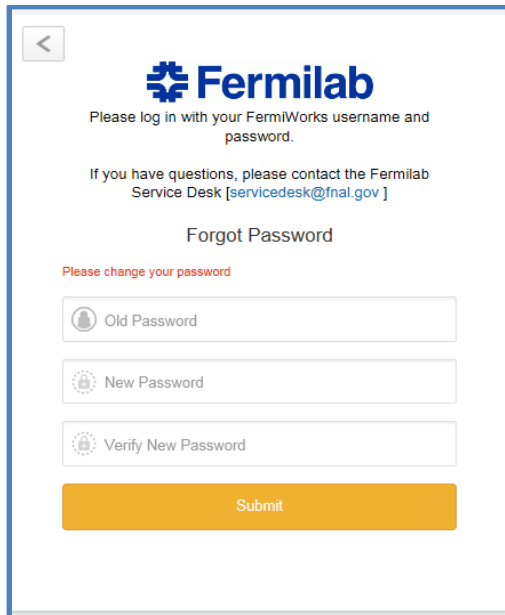
5. Click **Change Password**.

Change Password

Password Parameters: Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters ! " # \$ % & ' () * + , - . / : ; = > ? @ [\] ^ _ ` { | } ~. The password must not have been used within the following number of days: 90. The password must not have been used within the following number of last passwords: 10.

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1. Enter your **User Name**.
2. Enter your **Old Password** (the password in the email you received).
3. Enter your **New Password**.
4. Enter your new password to **Verify New Password**.



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Fermilab

Please log in with your FermiWorks username and password.

If you have questions, please contact the Fermilab Service Desk [servicedesk@fnal.gov]

Forgot Password

Please change your password

Old Password

New Password

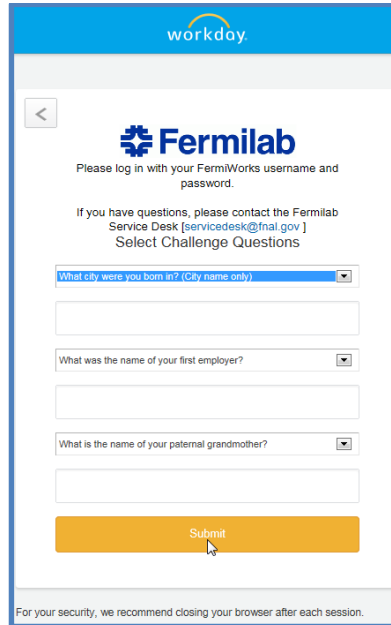
Verify New Password

Submit

5. Click **Submit**.

Select and answer the Password Challenge questions. If you forget your password, you can create a new one after answering your Challenge questions correctly.

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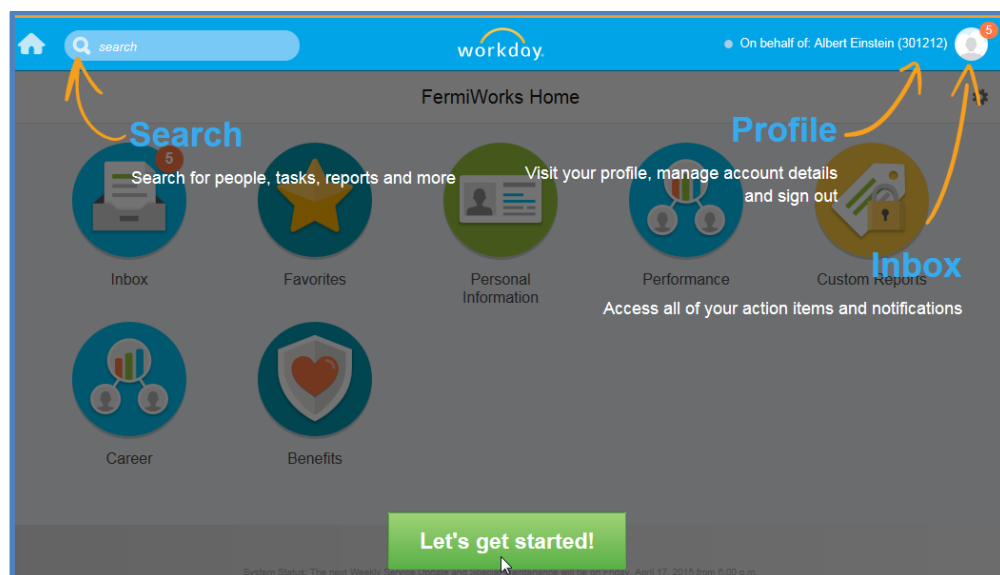
The image shows a mobile device screen displaying the Fermilab login interface. At the top is the 'workday' logo. Below it is the Fermilab logo and a prompt to log in with a username and password. A link to the Service Desk is provided. The 'Select Challenge Questions' section contains three dropdown menus with the following questions: 'What city were you born in? (City name only)', 'What was the name of your first employer?', and 'What is the name of your paternal grandmother?'. Each dropdown has a corresponding text input field. A yellow 'Submit' button is at the bottom. A security notice at the very bottom states: 'For your security, we recommend closing your browser after each session.'

FermiWorks Features

The introductory page previews the ways to navigate around **FermiWorks**.

- Search
- Profile
- Inbox

1. Click **Let's get started!**



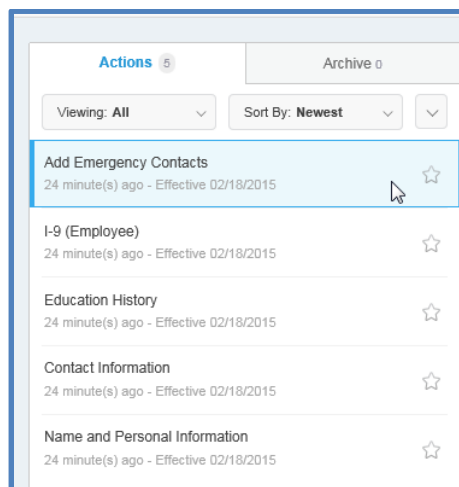
My Account

1. Click your name to open the My Account menu.



2. Click **Inbox**.

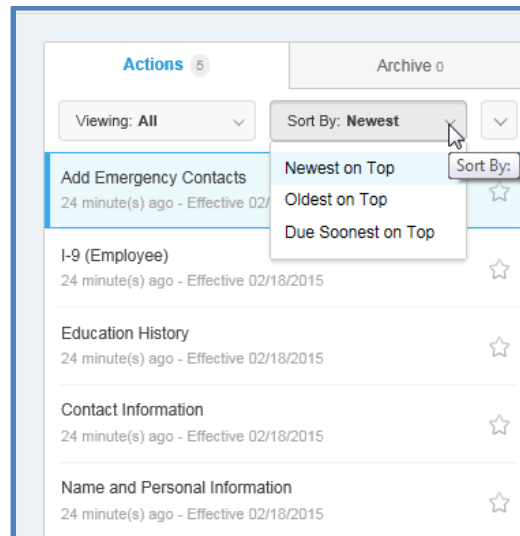
There are five initial Action items to complete.



NOTE: There are additional Actions to complete once these initial five are completed.

The Inbox can be sorted by:

-
- Newest on Top
- Oldest on Top
- Due Soonest on Top



Click the double arrows to view the Inbox in full screen mode.

